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2 APR 1964

**MEMORANDUM FOR:** Executive Director-Comptroller

**SUBJECT** : Headquarters Building Parking Spaces

**REFERENCE** : Memo from DD/S to Acting Director of Central Intelligence, same subject, dated 23 March 1964

1. In the referenced memorandum the DD/S is requesting the Acting Director of Central Intelligence to approve the construction of and to provide funds in the amount of \$136,000 for a parking lot which will provide space for approximately 960 vehicles. For a variety of reasons, not the least of which is the current need to achieve maximum economies, I do not concur in the proposal and recommend its disapproval.

2. Need for Space

The attached request is based on a finding that there is a 94% utilization of the general parking spaces, a 75% utilization of the reserved spaces, and a need for additional visitor spaces. No poll has been taken and, in fact, it probably is not possible to determine precisely the number of spaces needed now or at some later date. To a considerable extent, the demand appears flexible as a lesser number of spaces may force people into car pools rather than drive their own cars. The saturation point probably will not be reached until there is one space for each employee.

25X9A2 Including the 1,036 spaces provided only a year ago in West Parking, we now have about [REDACTED] or slightly more than one space for every two employees. This exceeds both the minimum of 3,000 spaces recommended by the House Appropriations Committee staff at the time the building was constructed and the ratio at most other government installations in the Washington area. One space to four employees is often cited as being adequate. Our unique location makes it difficult for employees to use public transportation, however, therefore normal standards are not applicable.

The Office of Logistics has been able to make several hundred spaces available by more effective utilization of roadways and of existing lots. Probably still more spaces could be achieved without the creation of new lots by such devices as the use of small-car lanes or reducing somewhat the number of reserved spaces.

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3. Possible Sites

The Office of Logistics studied two sites noted on the attached map as Site No. 1 and Site No. 2.

Site No. 1 is said by Logistics to be the cheapest per parking space although a walk of the property provokes skepticism because of terrain and drainage factors. The total construction cost would be \$115,000 to accommodate 960 cars. (By way of comparison, the West Parking lot construction costs will total about \$158,000 for 1,036 spaces.) The proposed site has the advantage of being comparatively close to the building but has the strong disadvantage of requiring the removal of many of the trees which now shield the Headquarters Building from the George Washington Memorial Parkway. Apart from the shielding, the aesthetic impact on the building itself merits serious consideration.

Site No. 2 borders on Savile Lane. It is more distant from the building than is Site No. 1 and occupies much of the space which has been earmarked for a parking lot for a proposed Printing Services Building. Thus, the net number of spaces available to present Headquarters building occupants would not exceed 200 to 300. The Office of Logistics estimates the cost of the total of 520 spaces in Site No. 2 at \$105,000. However, a detailed survey of this tract (purchased in 1963) has not yet been made and, accordingly, it is not possible for OL to provide a refined estimate at this time. It would seem desirable that the development of this almost treeless, comparatively level area should be further explored. Enlargement of the lot to include more spaces appears feasible.

Acquisition of more land near West Parking from the Bureau of Public Roads has also not been given full consideration, largely, it appears, because of some resentment at the working level in BPR toward recent CIA land acquisitions and requests. This possibility, too, should be explored and cost estimates developed.

Another possibility utilizing Agency land is a small parking lot for perhaps 100 to 150 cars to the north of the powerhouse. There are also small areas along the approach from Route 123 which could be used, but the development of these areas for parking may be objectionable for aesthetic reasons.

4. Timing and Deadlines

The Office of Logistics estimates that letting of a parking contract through GSA will require about 90 days. Normally, 60 days are estimated for surveying and for preparation of plans, and 30 days are required for advertising and awarding the contract. A certification of fund availability is required at the time the request is submitted. DD/S is currently pressing the matter to permit the obligation of FY 1964 funds;

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our feeling is that no emergency exists and that our financial health may be more salubrious next year than it is at present.

5. Possible Funding

The DD/S has advised us informally that \$136,000 can be made available from funds originally budgeted by the Office of Communications. If this is true, the same amount can be used to fund OL's present deficit or to provide year-end savings.


6. Summary and Conclusions

Additional spaces would, no doubt, be filled (Parkinson's law on vehicular expansion), but it cannot be stated that there is an immediate pressing need for additional spaces; particularly until such expedients as small-car lanes, less reserved parking, and increased use of roadways for parking have been exhausted.

The issue of more parking space, in our view, should not be approached in a piecemeal fashion. Rather there is needed a total study of alternative uses of Agency real estate in and around Headquarters. This should include such factors as the proposed printing plant, Headquarters Building expansion, future personnel levels, costs and sources of funds, Congressional and public relations, and aesthetics. Pending its completion, a decision on future parking construction should wait.

If you agree with the above conclusion, we shall prepare a memorandum for your signature to the DD/S conveying these thoughts.

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Acting Director of  
Budget, Program Analysis  
and Manpower